

SECURITY INFORMATIONOFFICE OF RESEARCH AND REPORTSStaff Meeting Notes

(Meeting held 19 November 1952, 2125 "M" Building)

<u>Subject</u>	<u>Discussion</u>	<u>Action</u>
25X1A9a	<u>Current Intelligence Support</u> [redacted] announced that there will be issued soon an ORR Notice setting up an internal procedure for current intelligence support. [redacted] explained that the announcement will, for the most part, merely formalize the procedure which has been in effect for the past six months.	Information.
25X1A9a	[redacted] will head the unit in D/Z responsible for providing support to OCI. Subsequent arrangements will be worked out with ORR Division Chiefs.	25X1A9a

Clearance of Halls

25X1A9a	[redacted] warned that, although ORR is not responsible for all of the furniture, crates, boxes, etc., which clutter the halls of "M" and "Q" Buildings, each Division should take immediate action to clear the halls of material for which they are responsible. If another appeal to Services does not result in cleared passageways, ORR will ask for a safety inspection, which should bring results.	Divisions concerned. St/A to followup.
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Handling of One-Copy Documents

25X1A9a	[redacted] announced that the proposed draft regulation for the handling of one-copy documents of general interest which was circulated in April has been slightly revised and will be issued shortly. Division Chiefs were offered an opportunity to review the new draft before issuance, but felt that this would not be necessary. The regulation will standardize the present practice whereby interested branches are notified that a document may be referred to in D/R.	Acting AD/RR, St/C and St/A to issue ORR Regulation.
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Monthly Report Due Date

25X1A9a	[redacted] announced that Division monthly reports to the AD/RR to cover the preceding calendar month are due in OAD/RR at close of business on the fifth working day of the month.	Information.
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Technical Experts in Germany

25X1A9a	[redacted] reported that an attachment to the Minutes of the 26th Informal Scientific and Technical Coordination Meeting, Wiesbaden, 8 October 1952, lists by name ninety-one technical intelligence experts in Germany, covering	Information.
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NO CHANGE IN CLASS. ☐
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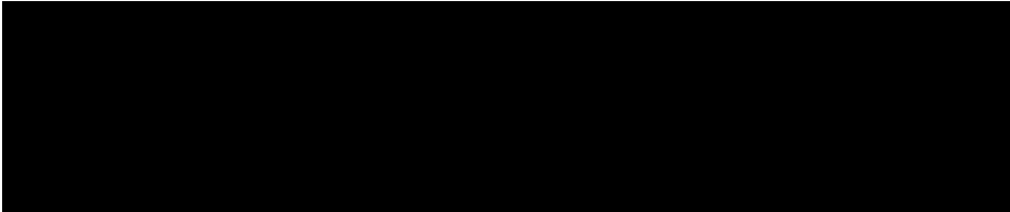
Subject

Discussion

Action

electronics, chemistry, mining, electric power, transportation,
etc. An effort will be made to see whether or not these per-
sons can be of any benefit to ORR.

25X1B4d



Information.



25X1A9a

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Subject

Discussion

Chief responsible, the Office of the Chief of Research,
and the Chief, D/R.

ORR Training

25X1A9a

██████████ announced that the Saturday courses in
Geography and Economics are continuing courses and that
new classes will be organized to begin when those now in
progress end. Attendance will be noted in personnel records.
Overtime pay is authorized.

Information.

25X1A9a

██████████ have copies of the five-day
orientation schedule for new ORR employees and would like
suggestions and comments on it. ██████████ stressed the
importance of Divisions following up on Office training with
a planned Division orientation program.

25X1A9a

Recruitment

AD/RR reminded Division Chiefs that the new ORR program
was drawn up on basis of an optimistic recruitment rate
and that each Division Chief should be on the lookout for
people to fill his slots.

Information.

B.

██████████ 25X1A9a

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